

10 November 1971

## State Dept. declassification &amp; release instructions on file

**MEMORANDUM FOR:** Assistant Director for Current Intelligence  
Assistant Director for Collection and Dissemination

**SUBJECT:** Memoranda of Conversation Between Foreign Officials  
and U. S. Government Officials

1. Reference is made to the memorandum of 29 August from AD/CI to AD/CD on "Memos of Conversations between Foreign Officials and U. S. Government Officials" which was referred to me for action by AD/CD.

2. This memorandum requesting routine receipt of memos of conversations between foreign officials and U. S. Government officials presumably includes the White House, the State Department, the Defense Department, and ECA.

3. I wish to report that I have discussed this matter in the State Department and the Department recognizes its obligation to provide, on a routine basis, access to and receipt of such memos of conversation within their control. The view there is that perhaps 5% of such memos of conversation may be of such a nature as to not permit dissemination outside the Department. With respect to the remainder, making these memos of conversation available is only dependent upon the establishment of adequate processing and reproduction facilities to meet the demands, both within the Department and the other agencies. I am given to understand that within three months the Department will be in a position to commit itself formally on this and deliver but that it does not wish to make a commitment prior to its capacity to deliver. The question of how such memos of conversation are to be used in publications etc. is a separate question which will be gone into by CIA and State when it arises.

4. I will report as soon as possible regarding the White House, Defense, and ECA memos of conversation.

**JAMES Q. HENNER**  
Assistant Director  
Intelligence Coordination

cc: EA/DCI  
AD/NE  
AD/RR

*File: Dissemination to CIA*